



CITY OF GROVELAND
156 S. LAKE AVENUE
GROVELAND, FL 34736

PHONE 352-429-2141
FAX 352-429-3852

Reroof Checklist

Yes	No	Requirements
		Completed Permit Application
		Contractor Registered with the City
		Notice of Commencement if the job is valued over \$2500
		Property Records Card, which can be located at the Lake County Property Appraiser's website at www.lakecopropappr.com
		A roofing plan showing all the pitches and the product approval number for each different pitch (see roofing package for an example)
		Product approval for each different product being installed
		Manufacturer installation specifications that are specific to the job being proposed.
		Is this a roofover, where the existing shingles are not removed, the product approval information must indicate that the shingles were tested in this manner. If the product approval information does not indicate installation over existing shingles, then you will need local product approval and an engineer will need to provide evidence that the installation will provide the same level of protection as the product approval for installation over a wood deck.
		You have read this entire sheet including the instructions for inspections below.

Instructions: Be sure that you have submitted all the items on the list above. All reroof permits will be reviewed by the Building Official prior to submittal.

The inspection request: We ask that you email your inspection to INSPECTIONREQUEST@ALPHA-INSPECTIONS.NET. Please send the request in the following format: Address (156 S. Lake Ave), Type of inspection (Final), Permit Number (123-09-10B), Contact Number of someone that can be contacted the day of the inspection in case there is a problem with either access to the job or a simple problem with the installation. Typical inspection for a reroof are a dryin and a final inspection. The dryin inspection will consist of felt properly laid and nailed along with flashing and drip edge properly installed, lapped and nailed. Then a final inspection. You can avoid the deck nailing inspection and go right to the dry in by signing the affidavit and providing pictures the day of the dryin inspection.

Typical deficiency items that get turned down on an reroof inspection include, but are not limited to the following items.

1. Drip edge not properly lapped or fastened.
2. Felt paper run over the drip edge and not properly sealed.
3. Starter course not properly sealed between starter and first shingle. This includes the entire perimeter including the rake. We inspect this by gently lifting up on the edge of the first course of shingle. This shingle should be hard to lift up, but if it comes up very easily, the job will be turned down.
4. Roof penetrations, including the ridge vent not properly sealed.
5. Blocking required along edges of penetrations exceeding 144 square inches. This is a very common item for off ridge vents. Please be sure to retrofit blocking if not already installed.
6. Improper nailing of deck.
7. Felt fastener pattern not correct. The rule of thumb is you should not be able to place a 12" x 12" square anywhere on the roof deck without touching a fastener. Please see the permit tech for a fastener schedule.
8. No flashing in areas where there is a change in pitch.
9. Shingles installed that do not meet pitch requirements (too low of a pitch).
10. Shingles trimmed too much or not enough. Follow mfg specs that require anywhere from a $\frac{3}{8}$ " to $\frac{1}{4}$ " overhang over the drip edge.
11. Permit card must be posted on the job and visible from the road as soon as work is started.
12. No permit card on the job or no mfg specs on the job for inspection...



BUILDING DEPARTMENT

156 South Lake Avenue
Groveland, FL 34736
Phone: (352) 429-2141
Fax: (352) 429-3852

Policy Statement

Subject: Reroof inspections

Summary: All reroofing inspections must follow the procedure below.

Significant Issues: Inspectors need the manufacture's installation specs on the job for all inspections, and a check and balance system must be in place for the affidavits that are signed and placed in the file.

Policy: All reroof's will undergo an in-progress inspection and a final inspection. The purpose of the in-progress inspection is to verify the underlayment requirements and compliance with the new Hurricane Mitigation requirements. In addition, the manufacture's installation specifications must be on the job at both inspections. In no case will the in-progress inspection slow down the contractor. The contractor must call for the in-progress inspection for the day he will be starting the job so the inspector can visit the job at the appropriate time.

Effective Date: **October 1, 2007**



BUILDING DEPARTMENT

156 South Lake Avenue
Groveland, FL 34736
Phone: (352) 429-2141
Fax: (352) 429-3852

Affidavit of Compliance

As the roofing contractor/OWNER pulling the permit for this job located at _____ in Groveland, FL, I am certifying that I will comply with Rule 9B-3.0475, which requires me to verify the fastener spacing and the adequacy of the existing roofing attachment schedule, as well as other requirements. If it is determined that the roofing fasteners are not sufficient per section 201.1 of the "Hurricane Mitigation Retrofits for Existing Site-Built Single Family Residential Structures" manual, I will assure that they are upgraded in accordance with section 201.1 of the aforementioned manual. I further understand that I may take digital pictures to submit to the Building Department to become part of the permanent file if I choose. I also understand that there are other requirements that may apply to this roof replacement, and that I am responsible for complying with those requirements.

Signature of Contractor _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20__, by _____, who is personally known to me or who has produced _____ as identification and who did ____ or did not ____ take an oath.

Notary Public (Signature)

Reroof Policy and Procedures

As we all know, in Florida it can be bright and sunny one moment and then raining the next. This poses a problem when it comes to installing a new roof and complying with the minimum inspection requirements. The code has specific requirements for nailing of the plywood deck, installation of felt, valley linings and drip edge and then finally the installation of the shingles.

The problem occurs when one wants to cover the nailing prior to inspections. At this point you run the risk of the interior of the house being damaged should a heavy rain come out of nowhere. A reasonable alternative is the nailing affidavit, which allows you as the roofing contractor to certify the nail installation, and provide pictures that certify other requirements associated with a reroof. Of course, we would want adequate pictures taken to verify that the nails are the correct nails installed with the correct spacing and are not over driven, and pictures that show compliance with the other requirements listed below. If you do not take adequate pictures, you could be forced to strip back shingles to verify compliance with the code.

Deck Nailing – 8d nails spaced no greater than 6" o.c. with nail heads flush with the roof deck. For 1x12 roof deck material, two nails per rafter crossing. Many jobs get turned down due to nails being overdriven. Do not over drive your nails.

Drip Edge – The Florida Building Code requires drip edge to be overlapped by a minimum of 3" and to be nailed at 4" o.c. .

Underlayment shall be attached to a nailable deck in a grid pattern of 12 inches (305 mm) between the sidelaps, with 6-inch (152 mm) spacing at the sidelaps.


Flashing – any of the recognized methods outlined in R905.2.8.2.

Nails - Please take a picture of the nail box showing that they are 8D, .113 with .028 nail heads.

Pictures must be present at the final inspection along with the signed affidavit. Pictures must be able to indicate proper installation of valley lining, drip edge, deck nailing and underlayment as outlined above

Contractor Signature _____

Date: _____.

To Schedule An Inspection Call (352) 429-2141 ext. 300		 City of Groveland Permit Application		In addition to this permit, you may be required to receive approval from other State of Federal agencies prior to commencing work		Permit Number 			
You must submit 4 copies of this form. Only 1 has be notarized if signed prior to coming to City Hall.				Project Address 					
				Project Description 					
Alternate Key Number 				Parcel Number 					
Owner's Name 		Mailing Address 		City, State, Zip 		Telephone 			
General Contractor 		Mailing Address 		City, State, Zip 		Telephone 			
Construction Contractor 		Mailing Address 		City, State, Zip 		Telephone 			
Electrical Contractor 		Mailing Address 		City, State, Zip 		Telephone 			
Plumbing Contractor 		Mailing Address 		City, State, Zip 		Telephone 			
HVAC Contractor 		Mailing Address 		City, State, Zip 		Telephone 			
Roofing Contractor 		Mailing Address 		City, State, Zip 		Telephone 			
Legal Description 									
Bonding Company 									
Bonding Company Address 									
Architect's Name 									
Architect's Address 									
Project Information									
Subdivision Name 		Phase 	Lot No. 	Model 	Elevation 	Lot Area 	Impervious Surface Ratio 		
Flood Zone 									
Setbacks Provided over Required (ft)									
Front 		Rear 		Side 		Corner 		Street Side 	
Project 		Area 		Electrical 		Hvac 		Water 	
New 		Living 		Service Size 		Type 		Municipal 	
Alteration 		Garage 				Well 		Size 	
Addition 		Porch(s) 				Efficiency 		Plumbing 	
Repair 		Other 				Airhandler 		Sewer 	
Other 		Total 				Condenser 		Septic 	
Garage 		Number of Bedrooms 		Cost / Value 			Code In Effect 		
Attached 									
Detached 									
Applicant Signature 				Date 					
<p>WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. A Notice of Commencement must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before commencing work or recording your Notice of Commencement. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the City of Groveland determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure, restoring the easement to its original condition, or otherwise making the structure comply with City setbacks and other land use requirements. Permits expire 6 months after issuance. You are responsible for the completion of the permit, inspections, and all Re-Inspection Fees.</p>									
The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did _____ or did not _____ take an oath. (Seal) _____ Notary Public									
White Copy Office			Yellow Copy Property Appraiser				Pink Copy Owner		

PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. EXTERIOR DOORS			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
2. WINDOWS			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
3. PANEL WALL			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
4. ROOFING PRODUCTS			
A. ASPHALT SHINGLES			
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
5. STRUCT COMPONENTS			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
6. NEW EXTERIOR ENVELOPE PRODUCTS			
A.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

APPLICANT SIGNATURE

DATE

After recording, return to:

Permit No.: _____

Tax Folio No.: _____

Notice of Commencement

State of Florida | County of Lake

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of the Property: *(legal description of the property and street address if available)*

Legal Description: _____

Street Address: _____

2. General Description of Improvement

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name: _____

Address: _____

Interest In Property: _____

Name & Address of fee simple titleholder *(if different than owner)*: _____

4. Contractor Information

Name: _____ Phone No.: _____

Address: _____

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name: _____ Phone No.: _____

Address: _____ Amount of Bond: \$ _____

6. Lender Information:

Name: _____ Phone No.: _____

Address: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

Name: _____ Phone No.: _____

Address: _____

8. In addition to himself or herself, Owner designates _____ of _____
to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes: Phone No.: _____

9. Expiration date of notice of commencement *(the expiration date will be 1 year from the date of recording unless a different date is specified)*.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ as _____
for _____ who

Type of authority (i.e., officer, trustee, attorney in fact)

Name of party on behalf of whom instrument was executed

is personally known or produced _____ as type of identification.

Signature of Notary Public - State of Florida (print, type or stamp commissioned name of Notary Public)



Sample Roof Plan

